

ANNEX 7 (ESF-7)

RESOURCE SUPPORT

PRIMARY: Budget and Control Board, Division of Procurement Services, Materials Management Office

SUPPORT: Budget and Control Board, Division of State Information Technology and General Services

I. INTRODUCTION

- A. Disasters can close normal resource channels, deplete vital commodities, impact response capabilities, and place high demand on specialized personnel.
- B. ESF-7 will have procedures to evaluate, locate, and procure essential material and personnel resources upon request by state and local officials.

II. MISSION

Provide or coordinate the provision of services, equipment, and supplies to support expedient operations associated with a disaster or emergency; and for the approval and acquisition of equipment and supplies not available through normal purchasing channels and ordering time frames.

III. CONCEPT OF OPERATIONS

- A. The Materials Management Office, Division of Procurement Services, Budget and Control Board, is responsible for all ESF-7 administrative, management, planning, preparedness, mitigation, response, and recovery activities to include developing, coordinating and maintaining the ESF-7 Standard Operating Procedures (SOPs). All ESF-7 supporting agencies will assist the Budget and Control Board, Division of Procurement Services, Office of Material Management, in the planning and execution of the above. All ESF-7 personnel must be trained on the principles of the National Incident Management System (NIMS) and Incident Command and integrate those principles into all ESF-7 planning and response operations.
- B. The Director of the South Carolina Emergency Management Division (SCEMD) shall act as the principal advisor to the Governor on emergency resource management activities and shall act on behalf of the Governor in coordinating the emergency resource activities between Emergency Support Functions (ESFs).
- C. The primary source of equipment, supplies, and personnel shall be from existing state-owned resources and local sources outside the impacted area. Support, which cannot be provided from these sources, will be

obtained through commercial and/or donated sources. Resource requests necessary to save lives will receive first priority.

- D. The Operations Tasking Group will check donated resources and the Logistics Cell first to fill requirements. In the event that no donated resource is available to match the need, the request is directed to ESF-7 to fill the request. For more detail information about state level logistic procedures see the South Carolina Logistic Plan, Attachment A, Basic Plan.
- E. The Division of Procurement Services, Budget and Control Board, will provide the foundation and is responsible for assisting in procurement activities necessary to support the emergency operations of state agencies. To the extent practical, state contracts will be established with local vendors to ensure expedient emergency purchases.
- F. All procurement will be made in accordance with current state laws and regulations. All procurement actions made at the request of state emergency response team (SERT) agencies in support of the SCEOP will be in accordance with state statutory and administrative requirements and will be accomplished using appropriate state procurement and reimbursement procedures.
- G. ESFs requiring assistance in procuring needed items will contact ESF-7 which will locate a source, a point of contact, a price and a schedule by which the material will be available.
- H. In coordination with, and support of, the State Assessment Team (SAT), ESF-7 will assess the situation, and in coordination with SERT agencies identify potential equipment/service shortages and locate and maintain contact for sources of these items prior to and during an event.
- I. Under certain circumstances a statewide logistics system may be activated to ensure timely delivery of procured material and equipment into the disaster area. The SCEMD Logistics Cell will have responsibility for the planning, coordination and execution of the statewide logistics system. ESF-7 will coordinate with the SCEMD Logistics Cell to organize any transportation or logistical needs they may have to fill resource requests.

IV. ESF ACTIONS

- A. Preparedness
 - 1. Develop methods and procedures for responding to and complying with requests for resources.
 - 2. Develop procedures for reimbursing vendors for services rendered.

3. Provide lists of vendors and suppliers and their available resources to Response Operations to be included in the WebEOC Vendor Listings section.
4. Establish pre-planned contracts where necessary to ensure prompt support from vendors during emergencies.
5. Develop and train ESF personnel on state emergency response procedures for sourcing and acquiring supplies, resources, and equipment.
6. Participate in state exercises and conduct, at least annually, an ESF-7 exercise to validate this annex and supporting SOPs.
7. Annually review the Department of Homeland Security Universal Task List and Target Capabilities List and integrate tasks as appropriate.
8. Ensure all ESF-7 personnel integrate NIMS principles in all planning. All ESF personnel must complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.
9. Ensure procedures are in place to document costs for any potential Federal reimbursement.
10. Support the Emergency Management Assistance Compact (EMAC) by ensuring ESF personnel are trained on EMAC responsibilities, by pre-identifying assets, needs and resources that may be allocated to support other states, and by maintaining related information in WebEOC.
11. Provide ESF-7 representative to the Recovery Task Force.

B. Response

1. Coordinate with agencies whose personnel, equipment, or other resources may be used.
2. Establish and maintain a tracking and accounting system, for all acquired resources, including management reports.
3. Assess initial reports to identify potential resource needs.
4. Identify procurement resources and potential facility locations in the disaster area of operations.

5. Provide data to ESF-15 for dissemination to the public.
6. Locate, procure and issue necessary resources to state agencies to support emergency operations. Coordinate with General Services Real Property Management and SCEMD Logistics Cell to identify auxiliary components of statewide logistics systems in the event of damage or destruction to primary components.
7. Coordinate support with the GSA Regional Administrator, as required.
8. Identify and provide a liaison officer for each EMAC request, to facilitate arrival and onward movement of EMAC support at appropriate staging area.

C. Recovery

1. Continue to conduct resource support activities until needs have been met.
2. Anticipate and plan for arrival of, and coordination with, FEMA ESF-7 personnel in the SEOC and the Joint Field Office (JFO). Through coordination with General Services Real Property Management, assist FEMA in locating office space suitable for JFO operations.
3. ESF-7 will support long-term recovery priorities as identified by the Long-Term Recovery Committee and the Recovery Task Force.

D. Mitigation

1. Support and plan for mitigation measures including monitoring and updating mitigation actions in the State Hazard Mitigation Plan.
2. Review, evaluate and comment on proposed State Hazard Mitigation Plan amendments, upon initiation and within review period.
3. Support requests and directives from the Governor and/or FEMA concerning mitigation and/or re-development activities.
4. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

V. **RESPONSIBILITIES**

A. General: All state agencies under ESF-7 will train personnel on EMAC procedures to include; identifying agency resources to sustain emergency operations, pre-scripting anticipated needs on specific EMAC messages, and listing agency resources available for interstate and intrastate mutual aid missions. (See the South Carolina Logistic Plan, Attachment A, Basic Plan.)

B. Budget and Control Board

1. Division of Procurement Services, Materials Management Office

- a. Identify, train, and assign personnel to staff ESF-7 in the SEOC.
- b. Notify all ESF-7 supporting agencies upon activation.
- c. Develop procedures for procurement of commodities and services, leasing of buildings and facilities, and facilities management. Provide staff support, as required.
- d. Develop procedures for the temporary loan and return of state equipment.

2. Division of General Services, Real Property Management: Identify and provide costing availability for lease of buildings and facilities throughout the state.

3. Chief Information Office: Provide supplemental personnel to support ESF-7 staff in the SEOC.

4. Develop and implement contingency contracts at the request of ESF agencies or SCEMD Logistics Cell.

5. Coordinate with Department of Commerce and Commercial Real Estate Brokers to acquire an appropriate space for the donated goods warehouse as required.

6. Track the cost of relief resources to counties and develop a bill for commodities sent to each county.

B. Forestry Commission

1. Train for, and conduct operations per the South Carolina Logistical Plan, Attachment A of the South Carolina Emergency Operations Plan.

2. Provide one Type II or III Incident Management Team (IMT) per shift to operate the LSA in accordance with the LSA SOP utilizing the Incident Command System.
3. Develop and maintain the LSA SOP.
4. Support the LSA incident management team during activation and operation including administrative office supplies and equipment; financial and accounting support; personnel support, including transportation, lodging and feeding.
5. Provide certified Materials Handling Equipment (MHE) operators.
6. Ensure IMT/LSA staff are trained and prepared for LSA operations.
7. Provide SCFC vehicles for use in operation of LSA.

C. Department of Education

1. Train for, and conduct operations per the South Carolina Logistical Plan, Attachment A of the South Carolina Emergency Operations Plan.
2. Provide yard space for SA operations.
3. Provide liaison for SA management team to each SA activated.
4. Support fueling operations as coordinated.

D. Department of Transportation

1. Train for, and conduct operations per the South Carolina Logistical Plan, Attachment A of the South Carolina Emergency Operations Plan.
2. Provide LSA support personnel and MHE, as needed.
3. Provide transportation support as needed to the Transportation Coordinator.
4. Support fueling operations as coordinated.

VI. FEDERAL ASSISTANCE

- A. This annex is supported by the National Response Framework ESF-7, Logistics Management and Resource Support. The General Services Administration (GSA) will be the mechanism through which the federal government provides procurement activities. All procurement will be made in accordance with current federal laws and regulations. Current laws and regulations authorize other than "full and open competition" under any situation of unusual and compelling urgency.
- B. Federal ESF-7 provides centralized management for the role of the National Logistics Coordinator and management of resource support requirements in support of Federal, State, tribal, and local governments. ESF #7 scope includes:
1. Setting forth the framework for DHS/FEMA and GSA to jointly manage a supply chain that provides a collaborative response for incidents requiring an integrated national response capability.
 2. Establishing a link between the DHS/FEMA national Logistics Management and the GSA Resources Support capabilities.
 3. Establishing a framework for the integration of internal and external logistics partners through increased collaboration in the planning, sourcing, acquisition, and utilization of resources.
- C. Logistics Management and Resource Support to Federal, State, tribal, and local governments consists of GSA providing:
1. Emergency relief supplies.
 2. Facility space.
 3. Office equipment.
 4. Office supplies.
 5. Telecommunications (in accordance with the Office of Science and Technology Policy (OSTP) National Plan for Telecommunications Support in Non-Wartime Emergencies).
 6. Contracting services.
 7. Transportation services.
 8. Personnel required to support immediate response activities.

9. Support for requirements not specifically identified in other ESFs, including excess and surplus property.
- D. All ESF-7 personnel will be familiar with the National Response Framework and the corresponding annex with Federal counterpart concepts, actions and responsibilities. This familiarization will include but not be limited to the make up, functions and responsibilities of the Incident Management Assistance Teams (IMAT) and the Joint Field Office (JFO).
 - E. State ESF-7 will coordinate with Federal ESF-7 to obtain federal assistance as required to support State ESF-7 mission.